Picasa™ - Organize, Edit, and Share Your Digital Photos
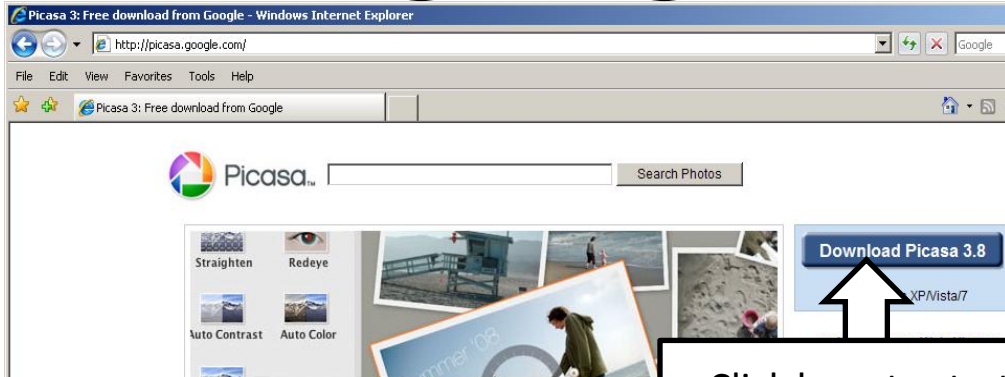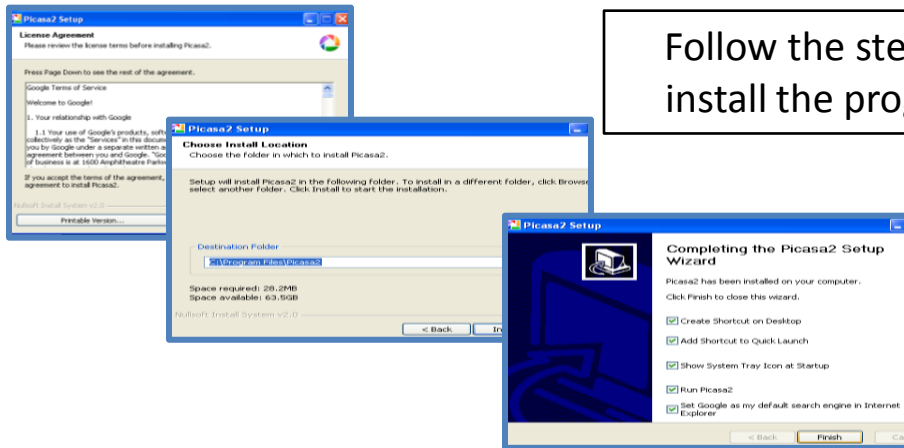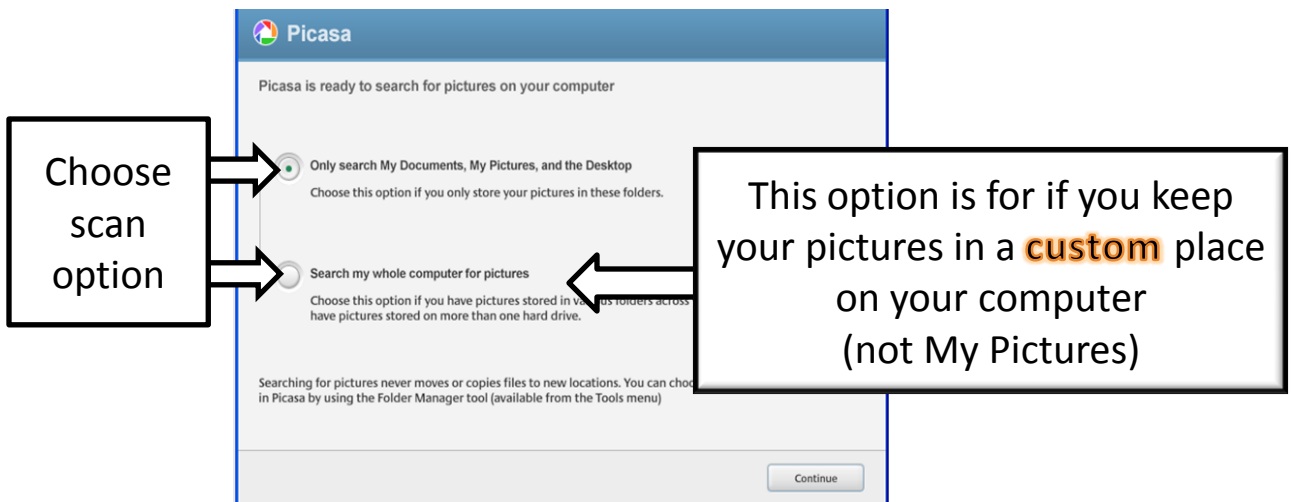
Download Picasa free from the Internet

picasa.google.com

Click here to start downloading

Follow the steps to install the program

For the first time, Picasa will scan your entire computer…
or just the areas you want scanned. You decide.

Choose scan option

This option is for if you keep your pictures in a **custom** place on your computer
(not My Pictures)

Library View

View the photos in your folders

Sidebar:
Folders are listed here by year (also projects you create within Picasa)

To select one photo, single click the image, to select more than one photo hold the "Ctrl" button and click.
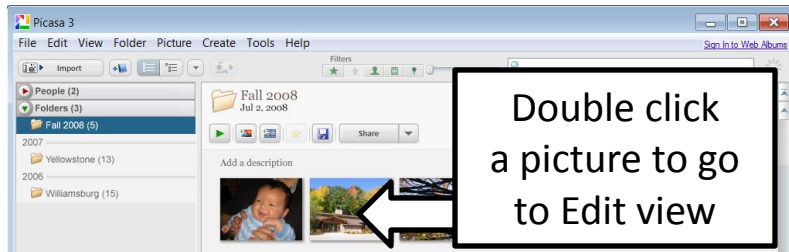
Selected images

Tasks

Selection Options

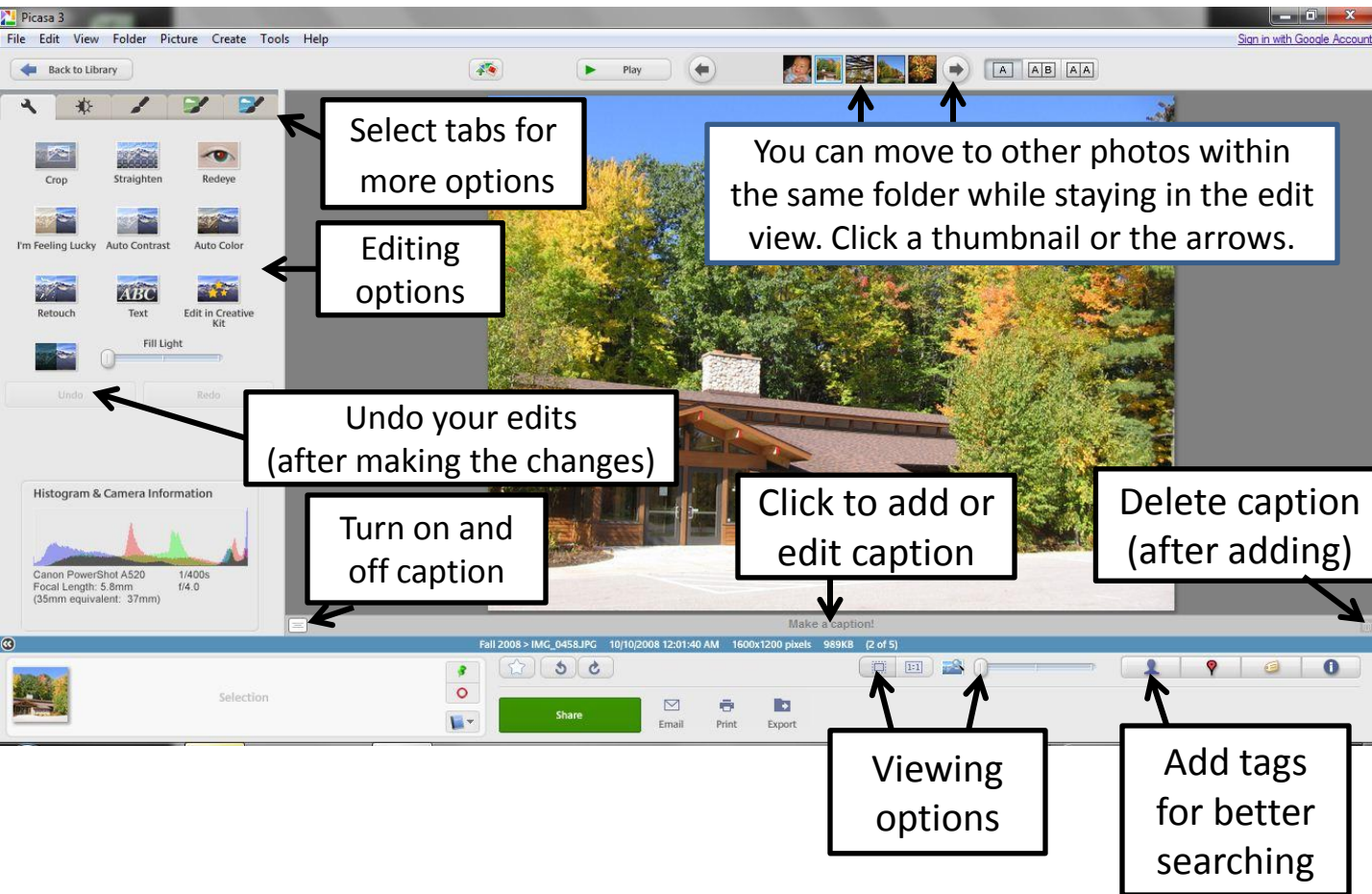Use green push pin to hold selected images to move to another folder for more selecting

Use red circle to remove selection

Use blue book to create and add to an album

Move to Edit View

Double click a picture to go to Edit view

Edit View

Select tabs for more options

You can move to other photos within the same folder while staying in the edit view. Click a thumbnail or the arrows.

Editing options

Undo your edits (after making the changes)

Turn on and off caption

Click to add or edit caption

Delete caption (after adding)

Viewing options

Add tags for better searching

Return to "Library View"

Click "Back to Library" to Exit or press ESC on your Keyboard

Navigating the Library View

To move to another folder, click the name of the folder

Or click and drag this bar to go in either direction
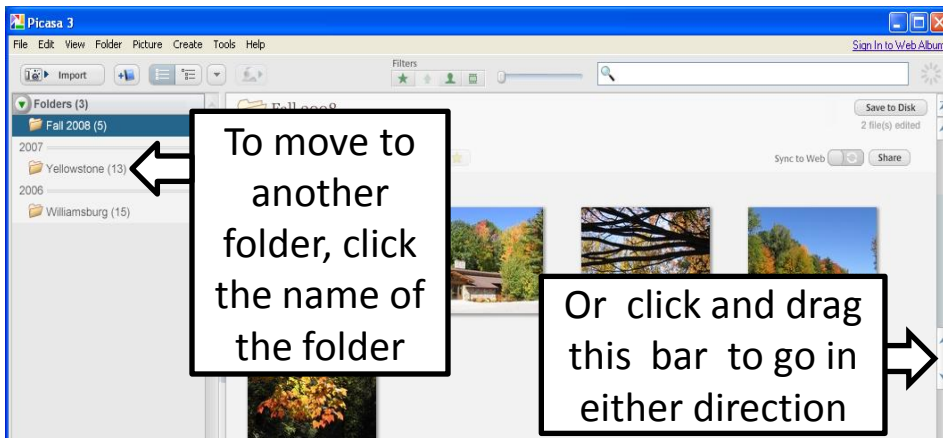
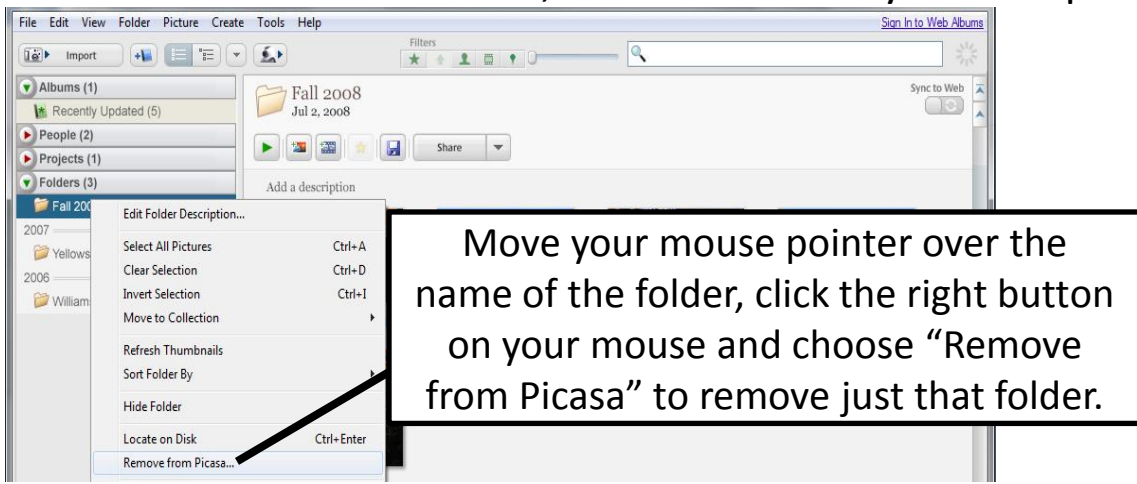# Folder Manager

Folder Manager selects which photos and folders Picasa will scan and automatically display.

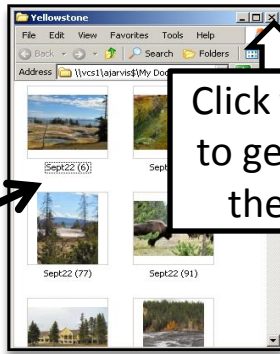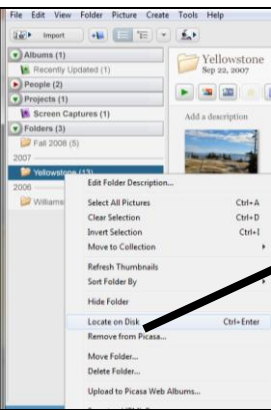To access Folder Manager go to "Tools" on the menu bar, and click on "Folder Manager"

To select, click on a folder or drive then choose one of the options to the right

For each folder, you can choose whether or not to have Picasa find pictures inside it. You can also pick folders to watch for new pictures.

For the current folder:

- Scan Once
- Remove from Picasa
- Scan Always

Face Detection On

Watched Folders

My Pictures

Click OK to set

Remove a folder from Picasa Sidebar.

This will hide it from Picasa, not delete from your computer.

Edit Folder Description...

Select All Pictures   Ctrl+A
Clear Selection   Ctrl+D
Invert Selection   Ctrl+I
Move to Collection

Refresh Thumbnails
Sort Folder By

Hide Folder

Locate on Disk   Ctrl+Enter
Remove from Picasa...

Move your mouse pointer over the name of the folder, click the right button on your mouse and choose "Remove from Picasa" to remove just that folder.

Open Computer's Folder

Click the "X" to get rid of the box.

An easy way to locate a folder on your computer:

1. Move your mouse pointer over the name of the folder and click the right button on your mouse.

2. Click "Locate on Disk" with the left mouse button.

Folders Vs. Albums: Two ways to organize your pictures in Picasa
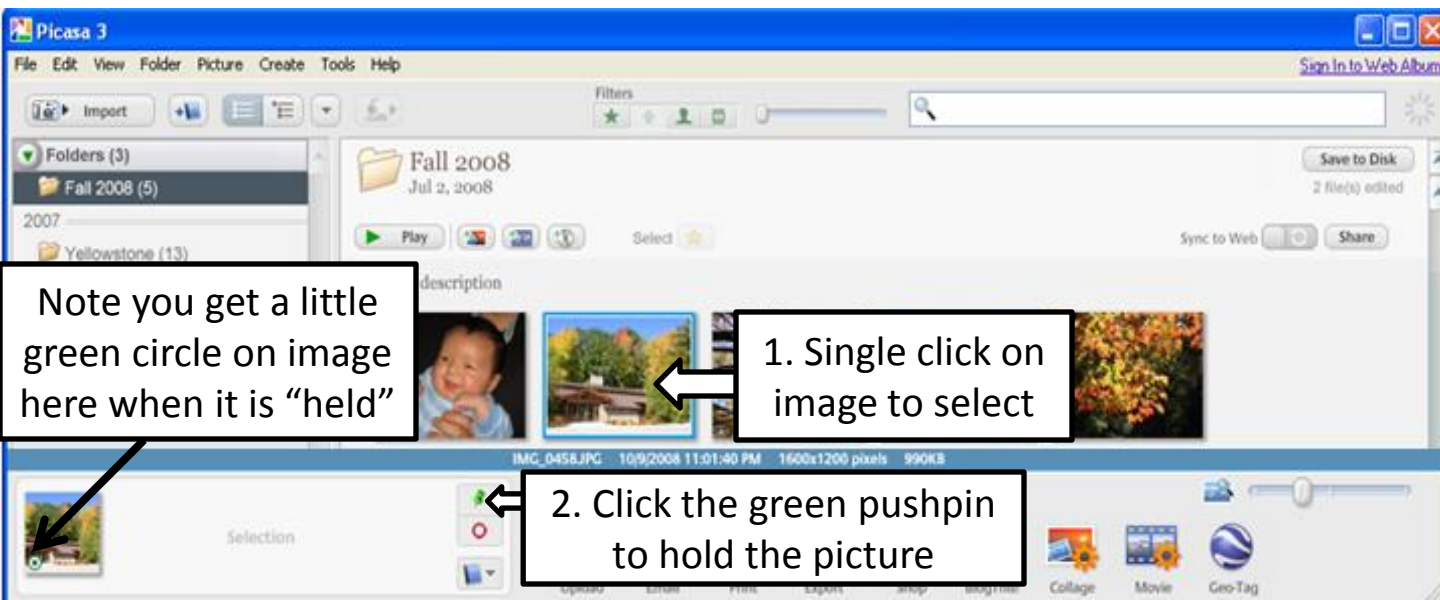
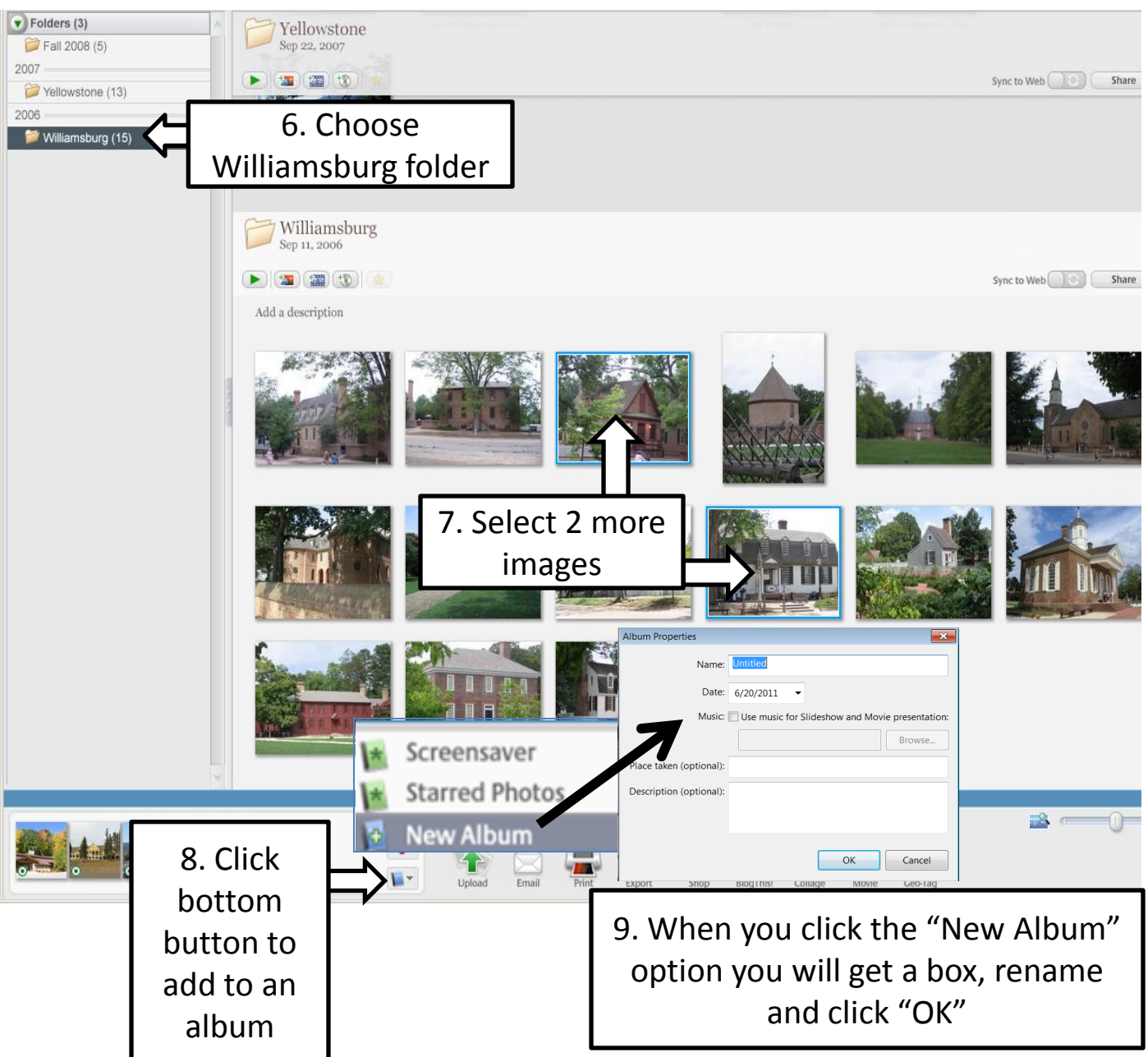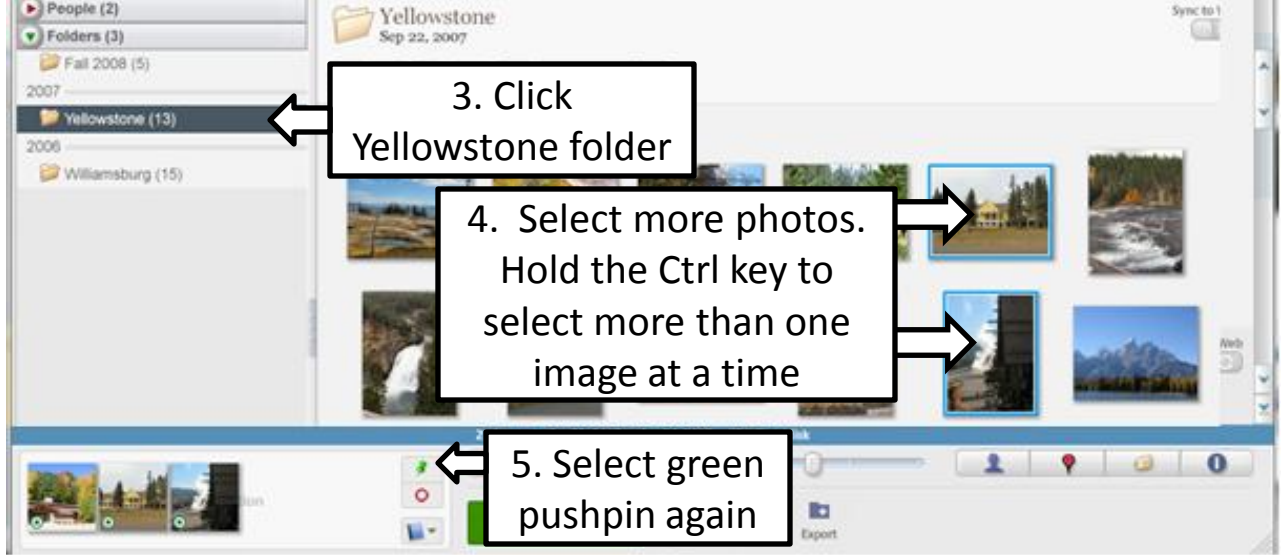| Folders	Albums
• Folders reside on your computer, usually in the "My Pictures" section of "My Documents" • Deleting the folder or photos within the folders will remove them from your computer. (so be cautious about deleting) • Any changes you make to your folder in Picasa (such as rename or move pictures from one folder to another) will also change on your computer.	• Albums reside only within Picasa –Think of them as virtual folders • Deleting the album or photos within the album will not effect the photos that are in your folders. • Albums are nice to use if you have a temporary task that will include photos from several folders such as printing or emailing.

Create an Album

Note you get a little green circle on image here when it is "held"

1. Single click on image to select

2. Click the green pushpin to hold the picture

People (2)
Folders (3)
Fall 2008 (5)
2007
Yellowstone (13)
2006
Williamsburg (15)

Yellowstone
Sep 22, 2007

Sync to 1

3. Click
Yellowstone folder

4. Select more photos.
Hold the Ctrl key to
select more than one
image at a time

Web

5. Select green
pushpin again

Export

Folders (3)
Fall 2008 (5)
2007
Yellowstone (13)
2006
Williamsburg (15)

Yellowstone
Sep 22, 2007

Sync to Web | Share

6. Choose
Williamsburg folder

Williamsburg
Sep 11, 2006

Sync to Web | Share

Add a description

7. Select 2 more
images

Album Properties

Name: Untitled

Date: 6/20/2011

Music: ☐ Use music for Slideshow and Movie presentation:

Browse...

Place taken (optional):

Description (optional):

Screensaver

Starred Photos

New Album

OK   Cancel

8. Click
bottom
button to
add to an
album

Upload Email Print Export Shop BlogThis! Collage Movie Geo-Tag

9. When you click the "New Album"
option you will get a box, rename
and click "OK"

Folder and Album Options

Move photos between folders/albums:
Select the photo, drag, and drop into a new folder or album.
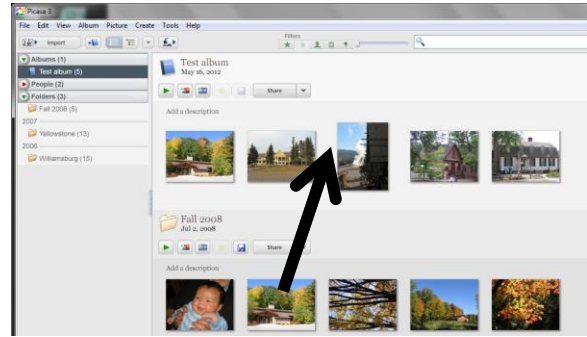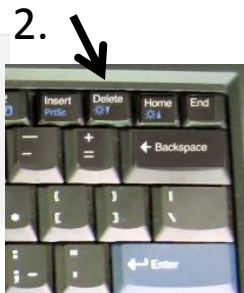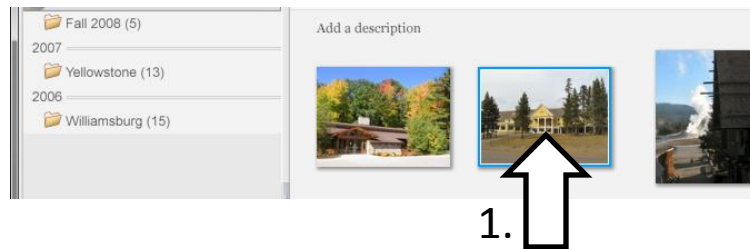
Edit a folder/album properties:
Double click the name on the sidebar to edit the properties box. Change the name, date, music to play during a slideshow, and add a description.
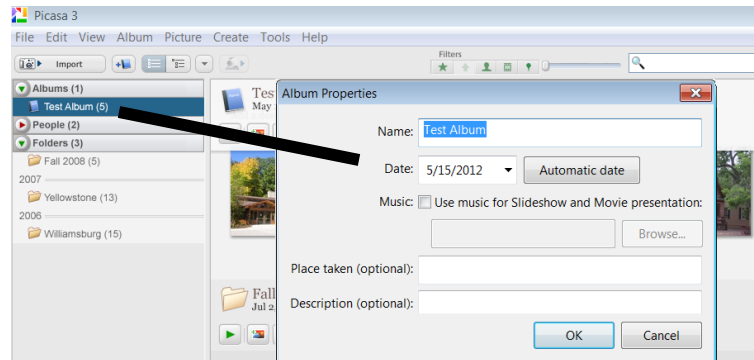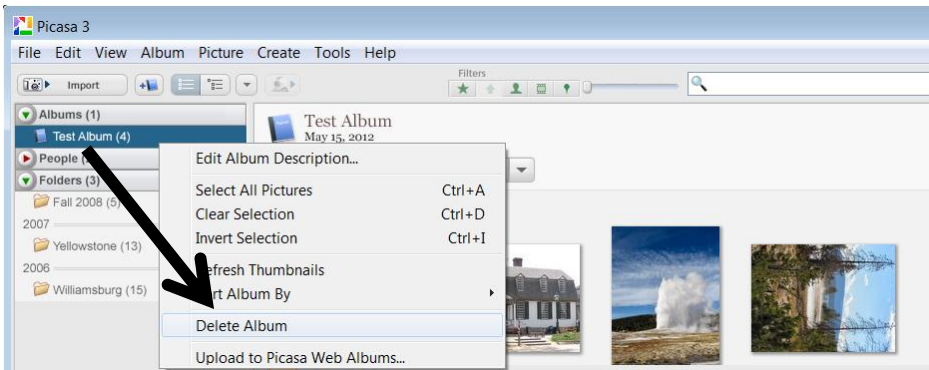
Delete a Photo:
Select the photo then press the delete key on your keyboard

2.

1.

Delete an Album or Folder:
Right click over the name of the folder or album on the left sidebar and select "Delete Album" from the menu.

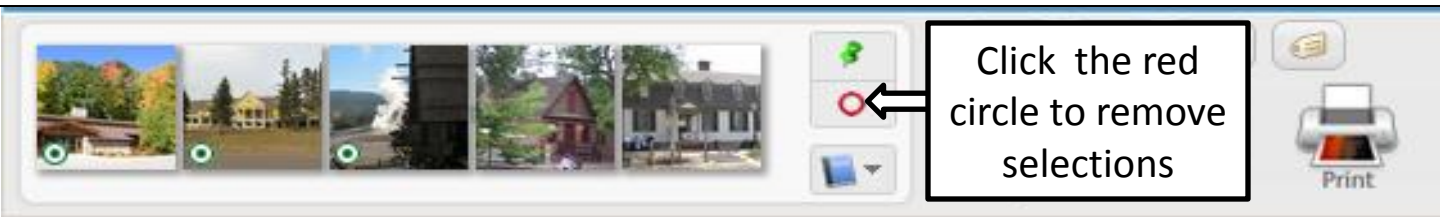## Albums - More Options Just for Albums

Create an album before adding photos:
Select File>"New Album"

Add a photo to existing albums:
The same photo can be added to many albums by dragging & dropping in each album

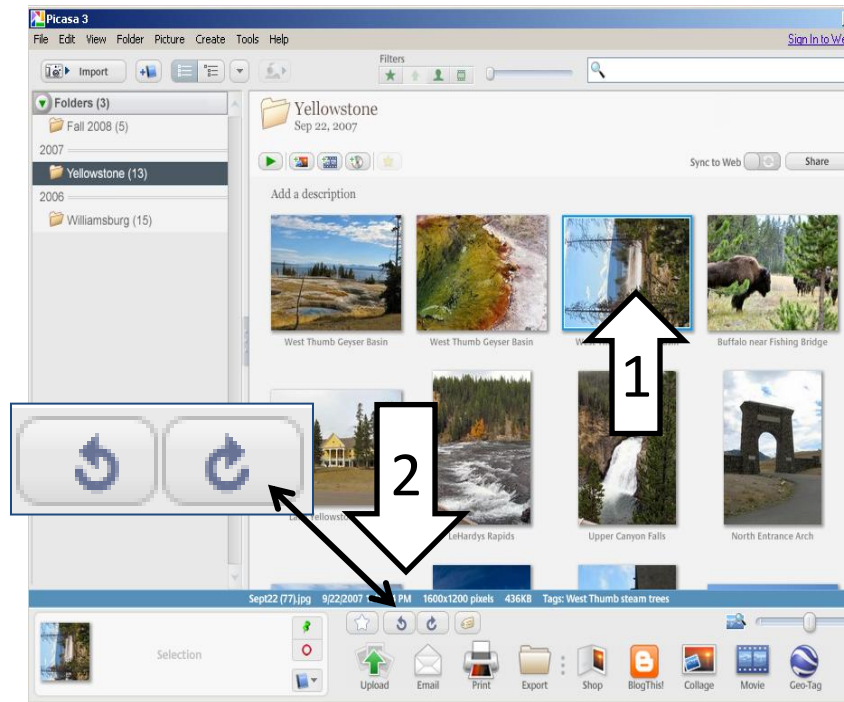# Clear Tray

Click the red circle to remove selections

Print
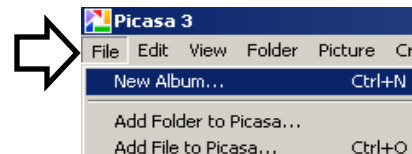
Rotating a Photo

You can rotate a photo in any view in Picasa.

1. Select the photo to rotate by clicking once.

2. Click the rotation buttons at the bottom of the screen to reorient in in either direction.

Editing your Photographs

- In Edit View, you'll see several tabs:
  - Basic Fixes
  - Tuning
  - Effects

Basic Fixes   Tuning   Effects

Crop   Straighten   Redeye

I'm Feeling Lucky   Auto Contrast   Auto Color
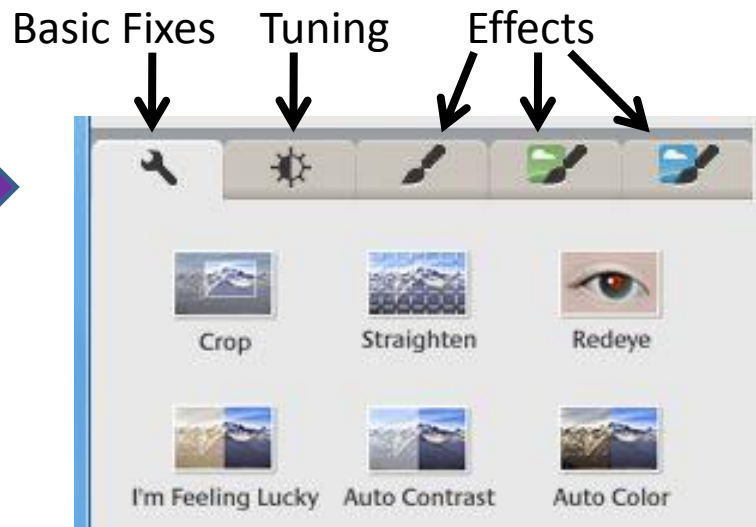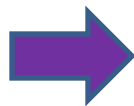
Edit Basic Fixes

Crop: Drag & drop the bounding box over the photo. Click on and drag corners of the box to change the cropped selection while maintaining the same proportions. Click "Apply" or "Cancel" to return to the "Basic Fixes" tab.

Straighten: Select a photo and click the "Straighten" button. In the "Straighten Photo" view, use slider at bottom of screen to align photo against the boxed grid.

Red Eye: Click "Red Eye" button. Drag mouse around each eye separately to select it. Release the mouse to complete your selection. The photo will automatically be displayed with the red eye removed.

I'm Feeling Lucky: Picasa will change your photo's color and contrast to produce what it thinks is the ideal photo.

Auto Contrast: Click "Auto Contrast" to adjust the contrast.

Auto Color: Click "Auto Color" to adjust the color of the photo automatically.

Retouch: Allows you to graft a portion of the photo over another, great when trying to match skin tones.

Add Text: Click "Text" to add a descriptive word or phrase
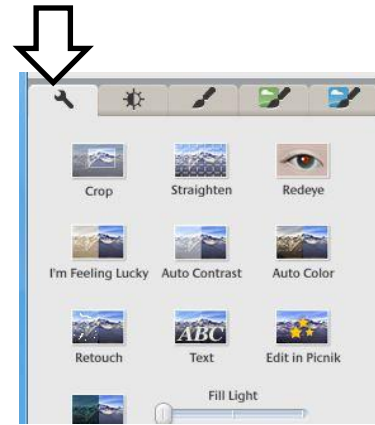
Fill Light: Use the slider bar to brighten or darken the photo**.**


Tuning

Fill Light: At times, photos with bright backgrounds can darken or compromise important details in the photo. Add fill light to the foreground of photos, making them more balanced.

Highlights: Increase the highlights to amplify the bright spots of your photograph. It can help make the whites in your composition more vibrant.

 Shadows: Darken the shadows in your photo to provide additional depth or contrast. Use this in conjunction with the Highlights slider to add contrast to a flat-looking photo.

Color Temperature: Make your photos warmer by sliding the ticker to the right. This can make your colors more vivid and help bring to life the composition of your photograph.

Neutral Color Picker: Tell Picasa which part of your photo it should treat as gray or white. Photo Lab will then use that selection to balance the colors in the photo.
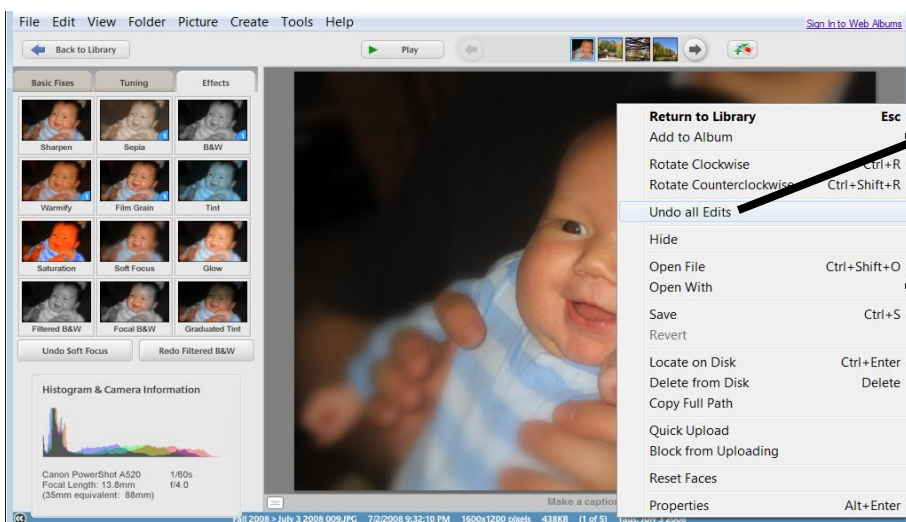
One click fixes
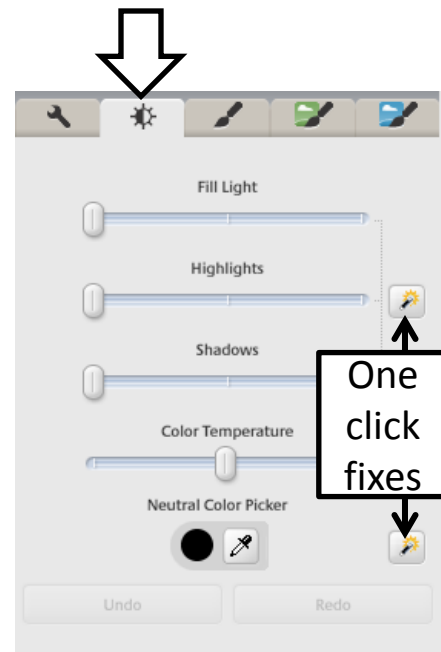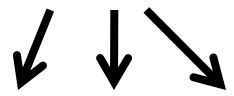
Effects

- **The "Effects" tabs contains effects that you can apply to any still photo. You can add more than one effect and you can always undo or redo the last effect you made at any time.**

Undo All Edits
Right click on image and select "Undo All Edits"

A very useful feature when editing!

Saving Options

- **1. Save** - Picasa creates a copy of your photo with your changes and moves the original to a hidden folder. *You can still undo any changes.*
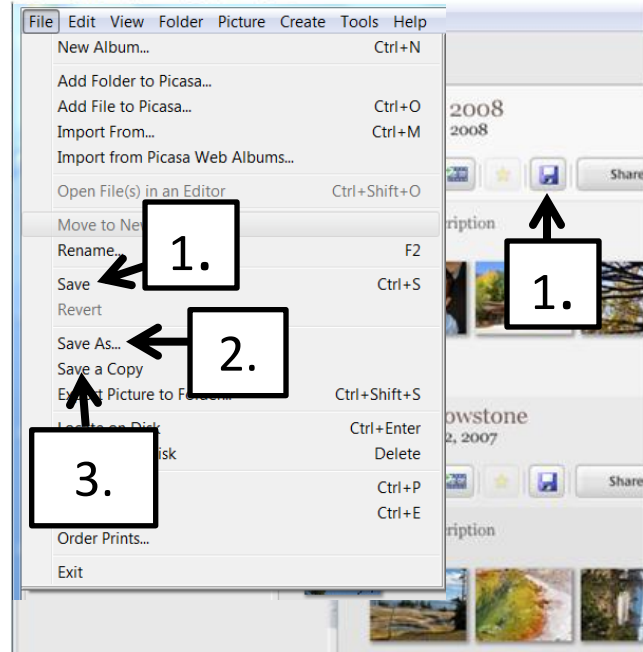 - How: Click 🖫 or File > Save

- **2. Save As** – Picasa make a copy with your changes. (You choose the name and location)
  - How: File > Save As

- **3. Save a Copy** – Picasa makes a copy with your changes. (Picasa renames and place in same folder. Adds '-1' to name. Quicker option.)
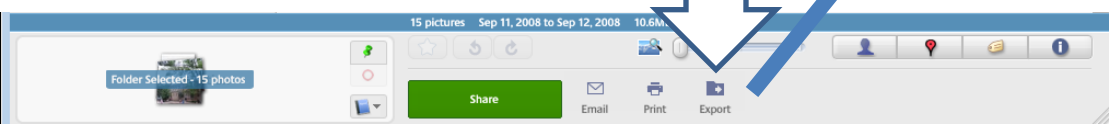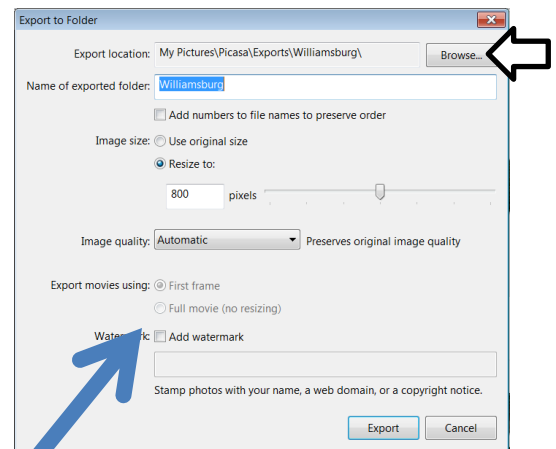 - How: File > Save a Copy

File	Edit	View	Folder	Picture	Create	Tools	Help

New Album...   Ctrl+N
Add Folder to Picasa...
Add File to Picasa...   Ctrl+O
Import From...   Ctrl+M
Import from Picasa Web Albums...
Open File(s) in an Editor   Ctrl+Shift+O
Move to Ne
Rename...   **1.**   F2
Save   Ctrl+S
Revert
Save As...   **2.**
Save a Copy
Export Picture to F   Ctrl+Shift+S
                   3.   Ctrl+Enter
  isk   Delete
                                 Ctrl+P
                                 Ctrl+E
Order Prints...
Exit

Saving Options - Export

Export - Create edited copies of a large number of pictures in a new folder. You also choose the new location. (You can change the size and other options)
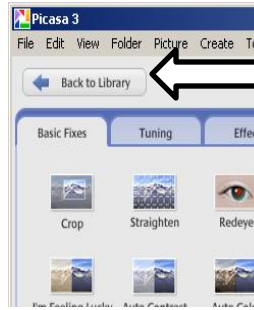
How to Export:
1. Select the photos you'd like to export.
2. Click the **Export** button at the bottom of the page.
3. In the 'Export to Folder' window, select your export settings:
   - Choose a location and enter a name for the exported folder.
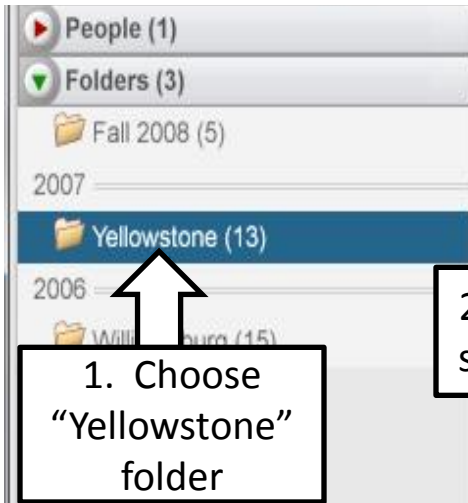   - You can change the size and quality for all the pictures to save space.

Export to Folder

Export location: My Pictures\Picasa\Exports\Williamsburg\   Browse...
Name of exported folder: Williamsburg
☐ Add numbers to file names to preserve order
Image size: ○ Use original size
          ● Resize to:
          800   pixels
Image quality: Automatic ▾   Preserves original image quality
Export movies using: ● First frame
                     ○ Full movie (no resizing)
Water   rk ☐ Add watermark
Stamp photos with your name, a web domain, or a copyright notice.
Export   Cancel

Folder Selected - 15 photos   15 pictures   Sep 11, 2008 to Sep 12, 2008   10.6M

Share   Email   Print   Export

Share Your Photos

Start in "Library View"
to begin the following tasks.

Picasa 3
File Edit View Folder Picture Create Too

Back to Library

Basic Fixes | Tuning | Effect

Crop | Straighten | Redeye

Click "Back to Library" to Exit or press ESC on your Keyboard

Slideshow

People (1)

Folders (3)

Fall 2008 (5)

2007

Yellowstone (13)

2006

Will...burg (15)

Yellowstone
Sep 22, 2007

Share

...d a description

1. Choose "Yellowstone" folder

2. Click here to start the slideshow for that folder

Slideshow Options

Return to previous view

Restart slideshow

Turn off and on Caption

Exit

Dissolve

Display Time
3 seconds

Resize view of image

Rotate image

Give picture special recognition

Choose slideshow transition and effects

Change view time
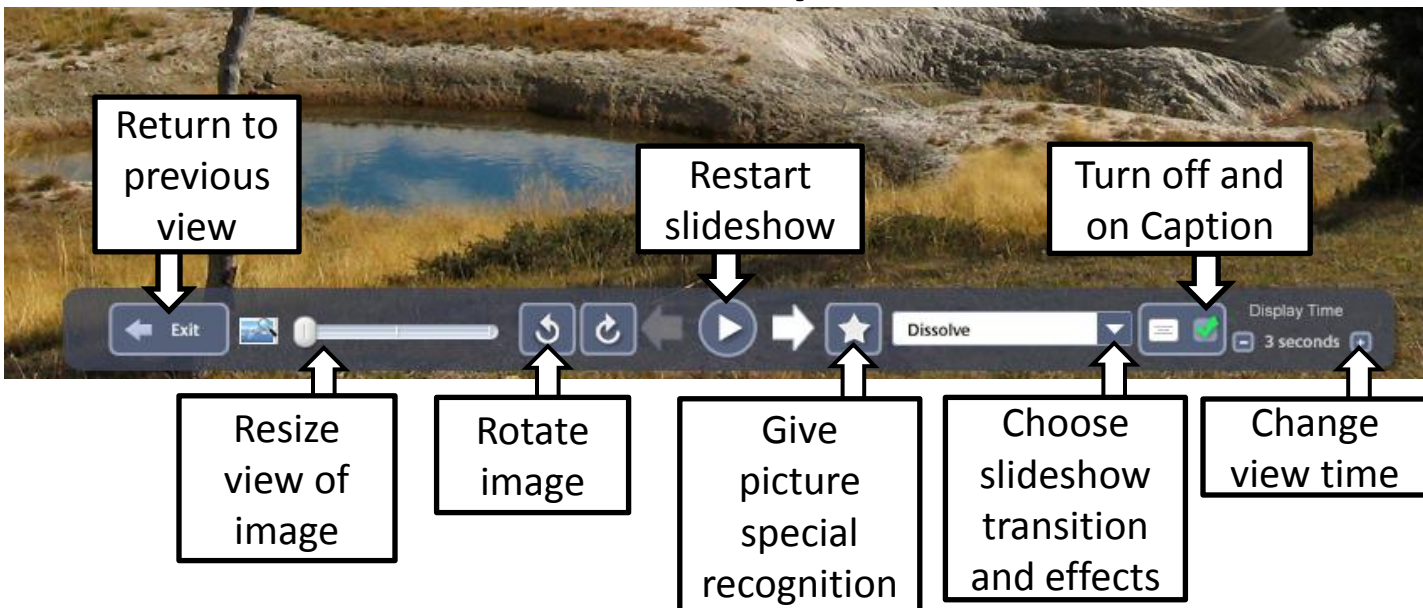
Exit Slideshow

Exit

Click "Exit" to return to Library view
(or press the ESC button on the keyboard)

Print Your Photos

Select photos to be printed.

1. Click "Print" option at bottom of the screen.
2. Choose print layout and other options.
3. Click "Print"
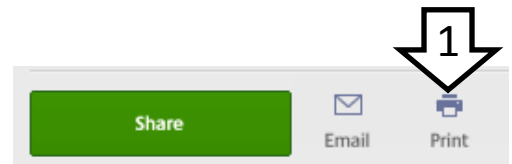
To print the captions:
Click "Border and Text Options"
then choose "Captions"

Note: you can preview each page before printing
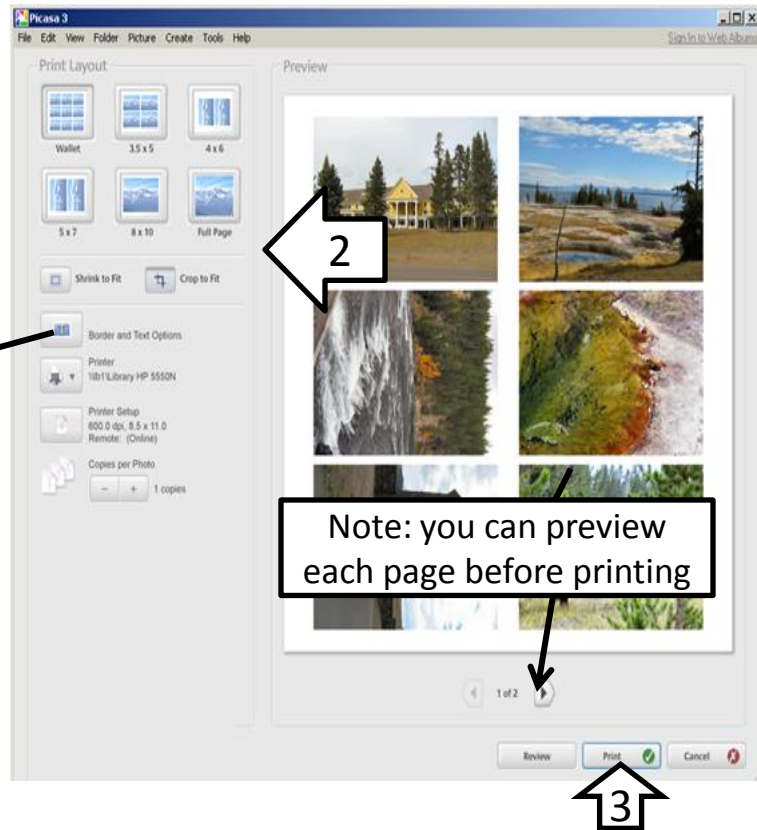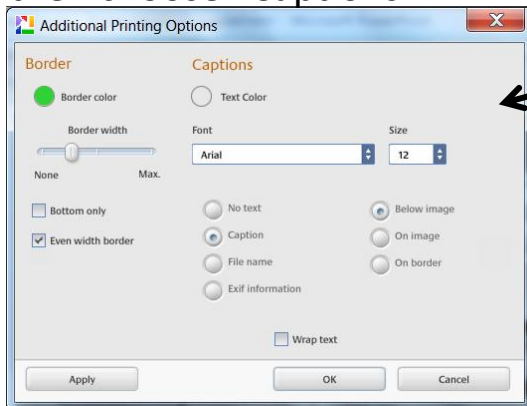
Order Prints on the Internet

Select photos.

1. Choose "File" from the Menu Bar.
2. Then click "Order Prints."
3. Choose a site from the list.

Login or set up an account at that service.
    (You can enable Picasa to save your
    login information for future use)

Navigate the website to finish the order.
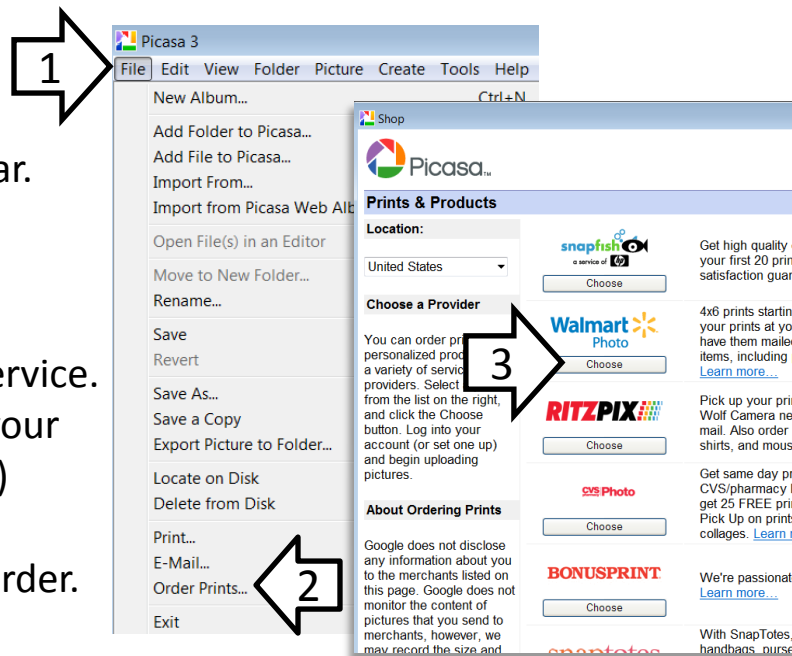
Upload to Picasa Web Albums

Select photos.

1. Click "Share" option at the bottom of the screen.
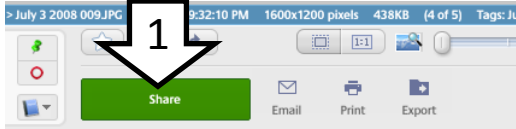
2. Login with your free Google account. (You may have a couple of more steps the first time.)
3. Choose options for publishing.
4. Click "Upload."
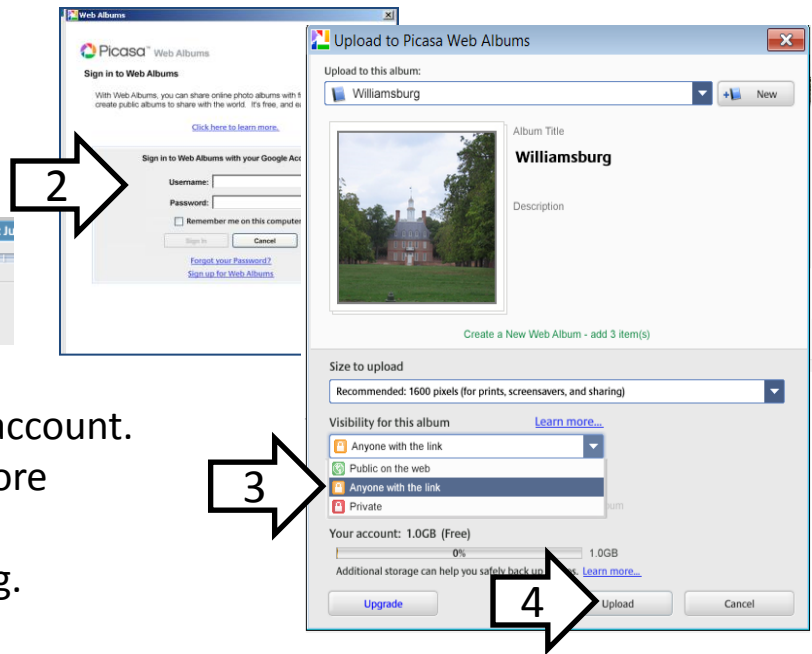
***** Also, select "Sync to Web" option to have any future changes to a folder automatically make the change to your web album.

Picasa Web Album – email link

By sending a link to your web album in an email you will avoid the problem of emailing many photos.

Click "Share" to use Gmail to send an email with a link to your album
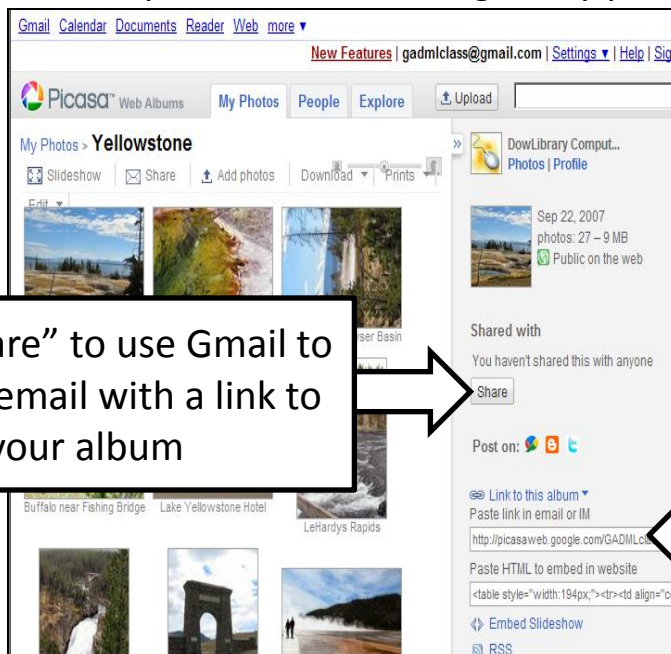
If you want to use another email service instead of Gmail:
1. Click "Link to this Album"
2. Copy this information and paste into an email message

Google +

If you have set up a Google + account, Picasa will share your photos to that resource instead of Picasa Web Albums. Here is how to share using Gmail:

1. Click "Share"

2. Enter your Google + contacts and email addresses

3. Click "Share"

Google + email link

If you want to use another email service instead of Gmail:

1. Click "Shared.."

2. Click "Share via link"
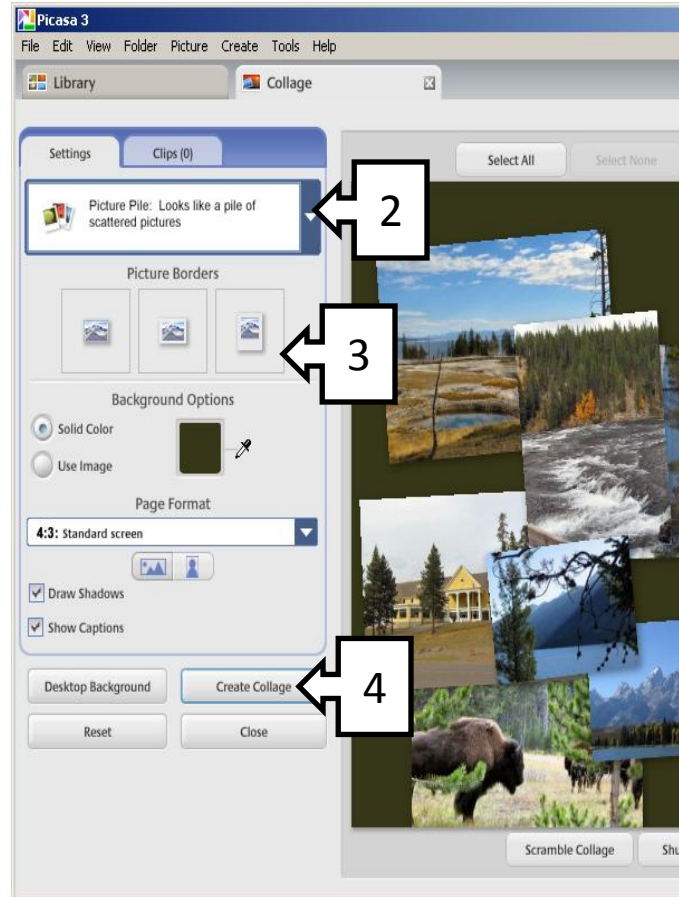
3. Copy this information and paste into an email message

Collage

Create an album to use pictures in different folders

1. Select "Collage" button in the thumbnail area

2. Choose the layout type.
3. Choose other options.
4. Choose "Create Collage."

Exit from Collage

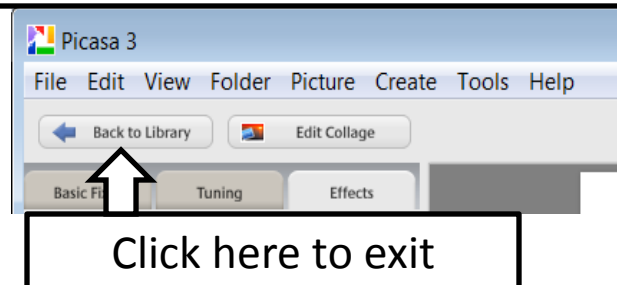Picasa will created a new "Projects" section on the left sidebar. You can find your collage there.
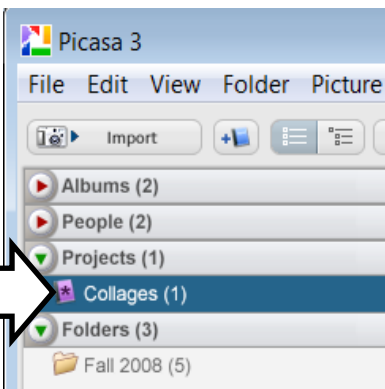
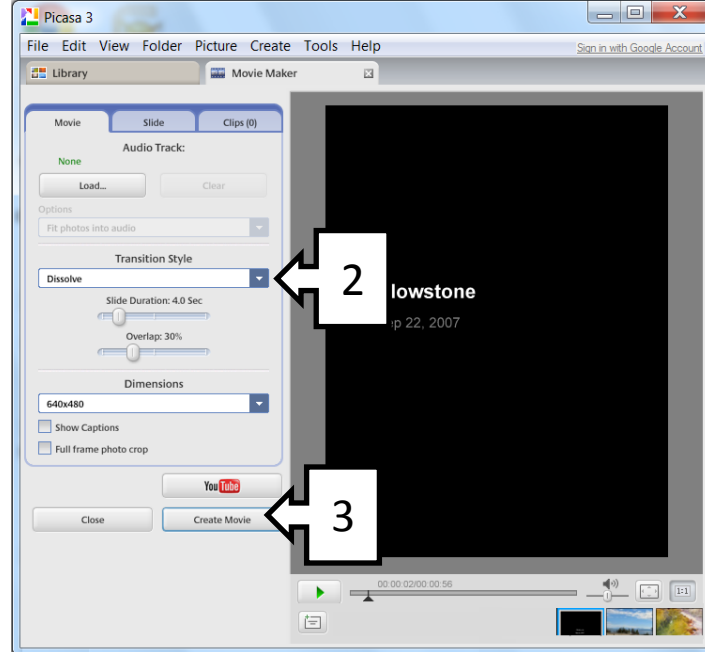If you are still creating the project

Click **X** here to exit
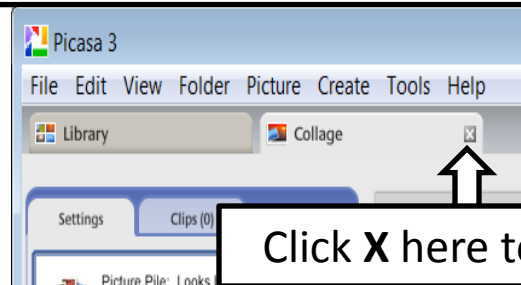
OR

If you have saved the project

Click here to exit

Movie

Create an album to use pictures in different folders

1. Select "Movie" button in the thumbnail area.
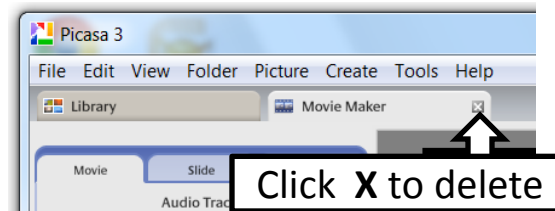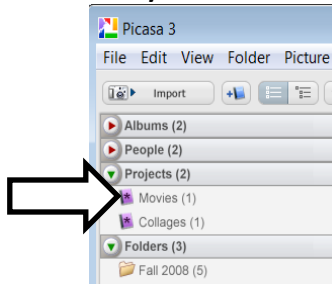

2. Choose options.
3. Choose "Create Movie."

You also have the option of publishing to YouTube, which Google owns.
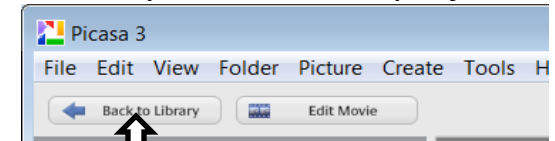

Exit Movie

Picasa will created a "Projects" section.
You can find your movie there.

Click **X** to delete
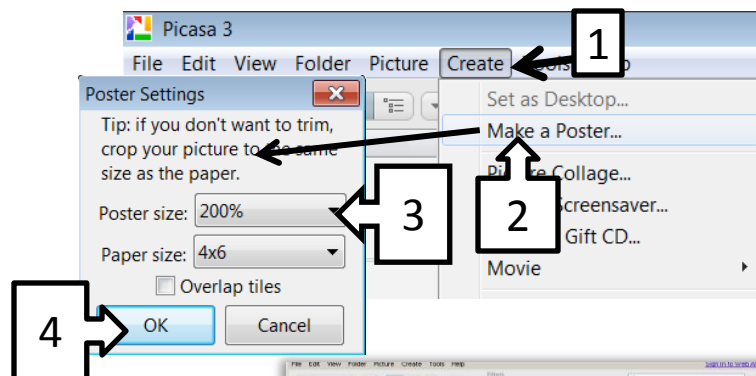
OR   If you saved the project
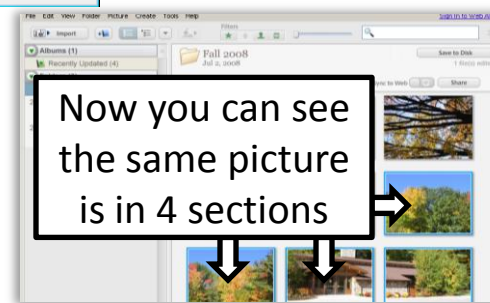
Click "Back to Library" to exit

Poster

Select a photo.

1. Choose "Create"
2. Then "Make a Poster"
3. Choose Poster and Paper Size
4. Select OK
5. After Picasa finishes you can find the poster sectioned into multiple photos in the same folder.
6. Select and print, then you can attach the sections together to create a poster.
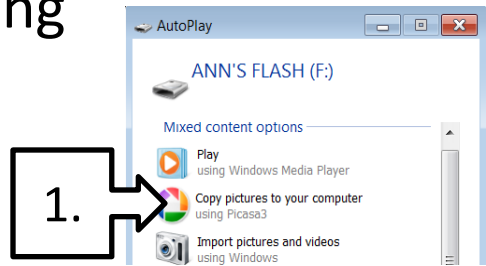

Now you can see the same picture is in 4 sections

Uploading

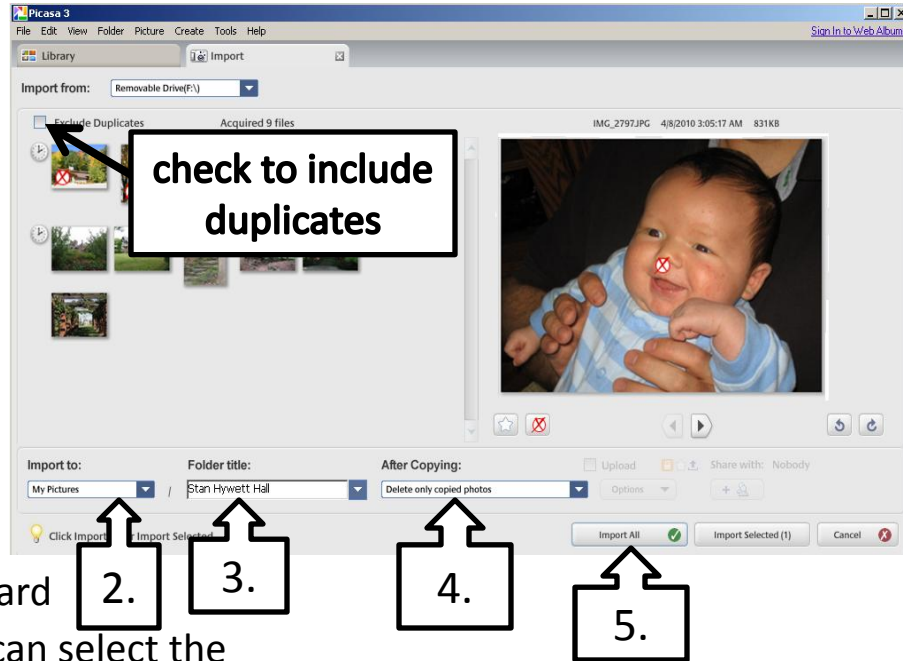Connect your camera or device to computer.

1. From the box that appears, choose the Picasa option.

1.

2. Choose where to save the pictures on your computer.

3. Name the Folder

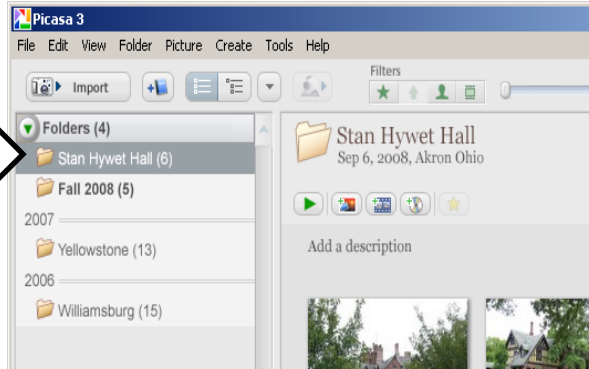4. Choose what you would like Picasa to do to the pictures on your device.

It can:
Leave the card alone
Delete only copied photos
Delete everything on the card

check to include duplicates

2.   3.   4.   5.

5. Either "Import All" or you can select the photos you want and "Import Selected."

New folder will be added under the year it was taken.

Start download within Picasa

Click "Import" to start download

CITY OF
Midland